

# ***Respiratory Care Program***

## ***Student Handbook***

***(Including Information, Policies, and Procedures)***



***College of Health and  
Human Services***



THE UNIVERSITY OF  
**TOLEDO**  
1872

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# THE UNIVERSITY OF TOLEDO RESPIRATORY CARE PROGRAM

## **INTRODUCTION**

We would like to take this opportunity to welcome you to your Respiratory Care Program which will provide the education necessary to enter the profession of Respiratory Care. We congratulate you on your admission to the program and feel certain that you are embarking on a rewarding career. We will be serving as your advisors and instructors for the next two years and encourage you to consult with us should any problems occur. This student handbook provides the matriculated student with information about the Respiratory Care program. It should be viewed as an adjunct to the University of Toledo Undergraduate Handbook (<http://www.utoledo.edu/policies/academic/undergraduate/>) which contains specific information regarding pertinent policies.

## **RESPIRATORY CARE PROGRAM FACULTY**

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## **ACCREDITATION STATUS**

The University of Toledo's College of Health and Human Services Respiratory Care Program is accredited by the **Commission on Accreditation for Respiratory Care** ([www.coarc.com](http://www.coarc.com)). The Commission may be contacted either by e-mail or at the location shown below.

### **Commission on Accreditation for Respiratory Care**

264 Precision Boulevard

Telford, TN 37690

(817) 283-2835

## **MISSION OF THE UNIVERSITY OF TOLEDO**

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

## **MISSION OF THE COLLEGE OF HEALTH AND HUMAN SERVICES**

The College of Health and Human Services is dedicated to provide quality undergraduate and graduate programs in the professional fields of Health Science and Human Service through continuous commitment to Education, Research and Service. The college is committed to; continually improving its programs, fostering learning in a diverse student body, contributing to the professional knowledge base, and providing collaborative service and engagement with the University, local community, state, nation, and international partners.

## **RESPIRATORY CARE PROGRAM GOAL**

The goal of the Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice. Our additional goal is to prepare leaders for the field of respiratory care by including curricular content with objectives related to the acquisition of skills in one or more of the following: management, education, research and advanced clinical practice (which may include an area of clinical specialization).

## **OVERVIEW OF PROGRAM**

The Respiratory Care Practitioner (RCP) is employed under physician supervision in the diagnostic evaluation, treatment, management, and care of patients with deficiencies and abnormalities of the cardiopulmonary system. The University of Toledo Bachelor's Degree in Respiratory Care curriculum prepares the student for the expanded role in patient care which is predicted for the RCP of the future. Higher level positions in respiratory care requiring decision making capability and critical thinking skills will be offered to RCP's with bachelor's degree preparation and those with advanced degrees.

This will be especially true as we move into the new environment of health care. All indicators are that the health care system of the future will require RCP's with higher levels of education to practice in a much more complex system. Traditionally, the RCP has worked primarily in the acute care (hospital) environment. Future trends in medical care suggest that the RCP of the future will be working more outside the acute care environment in areas such as home care, long-term ventilator support in skilled nursing facilities, and sub-acute care facilities. Further, the RCP will be called upon to perform patient assessments, assist in developing and implementing patient care plans, and participate in disease management and therapist-driven protocols.

Qualified students are admitted to the program based on the availability of space in the clinical affiliates. The program, excluding support courses is divided into three major areas: Didactic (theory), Laboratory, and Clinical. It requires a tremendous personal commitment. It is labor and time intensive. Therefore, it is strongly recommended that outside employment and extracurricular activities be kept at a minimum level to insure time for study. See the following page for the plan of study for the Respiratory Care Program.

The program prepares students to sit for the Therapist Multiple Choice (TMC) and Clinical Simulation Examination (CSE) administered by the National Board for Respiratory Care (NBRC). In addition, graduates will leave the program with Advanced Cardiac Life Support certification.

With the exception of Alaska, all states have licensure laws that regulate the practice of Respiratory Care, and securing a license is required for employment in the field. After successful completion of the first semester of clinical course work students may apply for a limited permit to work in the field (see Limited Permit Application Procedure at the end of this handbook). Please note: A prior felony or higher-level misdemeanor conviction may impact your ability to obtain a license to practice. Questions concerning these matters should be directed to the appropriate state licensing board. You may contact the Ohio Medical Board at (614) 466-3934, or on the board website: [www.med.ohio.gov](http://www.med.ohio.gov) . For students who wish to practice in a state other than Ohio, please contact the program director/advisor to discuss if you will need to satisfy additional requirements in that state. The following national sites contain state board directories:

<http://www.utoledo.edu/dl/state-authorization/professional-licensure.html>

## **RESPIRATORY CARE BACCALAUREATE DEGREE PROGRAM**

(Students should follow and complete the degree requirements as displayed)

	Fall Semester		Spring Semester		Summer Semester	
<b>Freshman Year</b>	HHS 1000 - College Orient.	1	ENGL 1130- or Higher - Coll. Comp II	3		
	MATH 1320 - College Algebra	3	PHIL 1020 - Critical Thinking	3		
	KINE 2560 - Anatomy & Physiology I	3	KINE 2570 - Anatomy& Physiology II	3		
	KINE 2460 - A & P I Lab	1	KINE 2470 - A&P II Lab	1		
	HEAL 1800 - Med Terminology	3	CHEM 1120 - Chem. for Health Sci.	4		
	ENGL 1110 - College Comp. I	3				
	<b>Total 14 Hours</b>			<b>Total 14 Hours</b>		
<b>Sophomore Year</b>	KINE 2590 - Microbio. & Inf. Disease	3	HEAL 2800 – Princ. of Nutrition	3	RCBS 3010 - Resp. Care Fundamentals	4
	HEAL 3800 - Death & Dying	3	PHIL 3370 - Medical Ethics PSY	3	RCBS 3020 - Resp. Care Practice I	4
	MATH 2600 – Intro to Statistics	3	1010 – Principles of Psychology	3		
	Multicultural Elective	3	Multicultural Elective	3		
	<b>Total 12 hours</b>			<b>Total 12 hours</b>		<b>Total 8 hours</b>
<b>Junior Year</b>	RCBS 3110 - Resp. Care Therapeutics I	4	RCBS 3210 - Resp. Care Therapeut. II	4		
	RCBS 3120 - Resp. Care Practice II	7	RCBS 3220 - Resp. Care Practice III RCBS	7		
	RCBS 3130 – Cardiopul. Diagnostics I	4	3230 - Cardiopul. Diagnostics II	3		
	<b>Total 15 hours</b>			<b>Total 17 hours</b>		
<b>Senior Year</b>	RCBS 4140 - Integrat. Clinic. Pract. I	4	RCBS 3300 - Adv. Card. Life Support RCBS	1		
	RCBS 4150 - Neonatal/Ped. Resp.	4	4240 - Integrat. Clinic. Pract. II RCBS 4510	3		
	RCBS 4160 - Clinical Assessment	3	- Resp. Care, Altern. Sites RCBS 4800 -	3		
	RCBS 4700 - Rsch. Analysis in Resp. Care	3	Issues in Prof. Practice RCBS 4810 - Prep. for Prof. Practice	3		
	<b>Total 14 hours</b>			<b>Total 14 hours</b>		
			<b>Total 120 Hours</b>			

*Multicultural Studies* (3-6 hours): Select one course from Diversity of U.S. Culture and one from Other Than U.S. from the UT core. ONE course may double dip with your distributive core humanities or social science.

*Humanities/Fine Arts* (6 hours): Select one additional course from the UT core; no more than one course from any discipline.

## **CRITERIA FOR ADMISSION TO PROFESSIONAL PROGRAM**

Students seeking admission to the professional portion of the program will need to complete the admission application packet distributed by the student advisor. The admissions application packet will include:

- All transcripts
- Completed and signed Applicant Contact Information sheet
- Functional Core Abilities form

## **PROFESSIONAL CONDUCT FOR STUDENTS AND CODE OF ETHICS**

**As a Respiratory Care Student, you have the responsibility to:**

1. Maintain a professional attitude in class and at clinical sites and adhere to prescribed medical ethics (see the AARC Statement of Ethics and Professional Conduct on the following page).
2. Attend all classroom, laboratory, and clinical experiences.
3. Request further information concerning material you do not understand. Students should avail themselves of the services provided by the college to ensure academic success.
4. Actively participate in the development and attainment of educational goals. Student initiative and participation in all classroom and clinical activities is expected.
5. Inform program faculty on an ongoing basis, of any health-related issues or changes in health status that may interfere or endanger themselves or others in the clinical setting.
6. Inform program faculty of any personal issues which may interfere with participation in any aspect of the program.
7. Inform program faculty immediately of any occupational exposures to communicable diseases or toxic substances.

Each student's attitude, appearance, and conduct are often viewed as a reflection of the profession of respiratory care and the University of Toledo. For these reasons, students must adhere to the highest standards of professional conduct at all times. Breach of these standards will result in a student entering the disciplinary process and a serious breach may result in immediate dismissal from the program.

# AMERICAN ASSOCIATION FOR RESPIRATORY CARE

## *Statement of Ethics and Professional Conduct*

**The Respiratory Care Practitioner, in the conduct of their professional activities, shall be bound by the following ethical and professional principles. Respiratory Care Practitioners shall:**

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Actively maintain and continually improve their professional competence and represent it accurately.
- Perform only those procedures or functions in which they are individually competent and which are within the scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients they treat, including the right to informed consent and refusal of treatment.
- Divulge no confidential information regarding any patient or family unless disclosure is required for responsible performance of duty or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts and shall refuse to conceal illegal, unethical, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research. Comply with state or federal laws that govern and relate to their practice.
- Avoid any form of conduct that creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote the positive evolution of the profession and healthcare in general through improvement of the access, efficacy, and cost of patient care.
- Refrain from indiscriminate and unnecessary use of resources, both economic and natural, in their practice.



# **GENERAL STUDENT INFORMATION AND POLICIES**

## **STUDENT-FACULTY COMMUNICATION**

Students are encouraged to contact the course instructor whenever appropriate to discuss any academic matter, please follow these guidelines:

- **Office Hours:** All full-time faculty will post the times for office hours when he/she will be available for individual discussion with students. Students are highly encouraged to avail themselves of this service.
- **Faculty Office Phones:** Full-time faculty will announce or publish their office phone number. In addition, voice mail and email are available.

**PLEASE NOTE: Students will be required to activate their University of Toledo email accounts. All email communication from program faculty will be sent to the student's UT email address.**

## **LEARNING ENHANCEMENT CENTER**

Free tutoring is offered to all students through the Learning Enhancement Center (Bancroft Campus, Ext. 2176). No appointment is necessary. Signs indicating hours are posted and available in the CHHS Student Services Office. Information is also available at <http://www.utoledo.edu/success/lec/>. Please consult your instructor(s) for additional information.

## **WRITING CENTER**

The Writing Center at the University of Toledo provides one-to-one assistance to all members of the academic community who want to discuss and improve their writing. Information is also available at <http://www.utoledo.edu/success/writingcenter/>. Please consult your instructor(s) for additional information.

## **STATEMENT OF DIVERSITY AND INCLUSION**

In concert with the University of Toledo's values and expectations, the faculty within the College of Health and Human Services uphold the tenets pledged by the University to respect and value personal uniqueness and differences. Specifically, we will actively participate in the initiatives of the University to attract and retain diverse faculty, staff, and students; to challenge stereotypes; and to promote sensitivity toward diversity and foster an environment of inclusion in all curricular and extra-curricular activities.

Hence, all students enrolled in this course will be expected to:

- Be considerate of the thoughts and ideas of others
- Demonstrate accountability, integrity and honor in all course-related activities
- Promote a collaborative and supportive educational environment
- Treat every individual with kindness, dignity, and respect regardless of:
  - Gender,
  - Race/ethnicity,
  - Religion,
  - Sexual orientation,
  - Impairment(s)/Disability(ies),
  - Political views, and
  - Other element(s) of uniqueness.

Inquiries regarding compliance with the above may be directed to the Office of Diversity and Inclusion at: <http://www.utoledo.edu/diversity/>. Current policies can be found at <http://www.utoledo.edu/policies/administration/diversity/index.html>.

Violations of the University's Inclusiveness Policies is grounds for disciplinary action, up to and including dismissal from the program.

## **GRADES**

The passing grade for Respiratory Care is a minimum of a "C" (77%) in all professional didactic, laboratory and clinical courses. A grade of C- is considered unacceptable, and the course must be retaken and a grade of "C" or better achieved.

**Please note that in any clinical course a student must receive a "satisfactory" rating in all critical skills on his/her final Behavioral Rating Scale Evaluation to be assigned a grade of "C" or better.**

The grading scale is as follows:

100 - 95 =	A	85 - 83 =	B-	73 - 71 =	D+
94 - 92 =	A-	82 - 80 =	C+	70 - 68 =	D-
91 - 89 =	B+	79 - 77 =	C	67 - 65 =	F
88 - 86 =	B	76 - 74 =	C-		

## **ATTENDANCE**

Classroom attendance is required. Students are responsible and accountable for all content and classroom activities. In some courses, the student's grade may be adversely affected by less than full attendance (see course syllabi for attendance policies). The UT Missed Class Policy will be followed. It can be found at: <http://www.utoledo.edu/policies/academic/undergraduate/>. Laboratory and clinical attendance is mandatory. Please refer to the laboratory and clinical sections of this Handbook for the specific policies.

Due to the intensive nature of the program, you will need to plan your vacations during time off between semesters. Requests for vacation absences to be excused will not be granted. Requests to make up classwork, quizzes, exams, lab time, and clinical time missed due to a vacation will not be granted. All work missed during vacations will be counted as a zero.

Normally absences for religious observances can be anticipated well in advance. **Therefore, absences for religious observances or other circumstances, which can be anticipated in advance, must be cleared with the instructor by the first Friday of the semester in order to be excused. Written submission (email) of the request will be required.**

As a respiratory therapist you will be expected to conduct yourself in a professional manner on the job. Therefore, you are to approach your time in the program as a professional. The attendance policy for the program will follow the policy defined by the Faculty Student Senates of the University with the modifications described in the paragraph above.

## **EXAMINATION ATTENDANCE POLICY**

Attendance at all scheduled examinations is **mandatory**. Individual requests for alternate examination times will be honored **only under the most extraordinary of circumstances**. A make-up examination, which may be different from that given at the scheduled time, will **NOT** be administered without written documentation (e.g., police report, physician's excuse) of an excused absence. **Without this documentation, the student will be assigned a "o" for the examination he/she missed.**

## **REMEDIATION POLICY**

**Purpose:** Maintaining of satisfactory performance in all didactic, laboratory, and clinical course work throughout the entire program is expected of all students. This policy describes the procedures which will be carried out when it is determined that a student fails to meet these performance standards.

**Policy:** When it is determined by the faculty of the Respiratory Care Program that a student is not meeting the minimum Academic or Functional Abilities/Core Performance Standards of the

Program, the student will enter into the procedure described below. **It is the intent of this policy and procedure to provide the student with every possible opportunity to complete the Respiratory Care Program successfully.**

### **Minimum Requirements for Satisfactory Program Performance:**

1. A grade of C or better is required for all work in courses with the prefix RCBS.
2. Students must be able to carry out the normal day-to-day activities of a hospital-based Respiratory Therapist. In order to assure this, students must, **as a minimum**, meet requirements described in the document “**Functional Abilities/Core Performance Standards.**” This document is included as part of the initial application packet which all students must complete for entry into the Program, and is available on the University website at:  
[http://www.utoledo.edu/hhs/respiratorycare/pdfs/RESP\\_Functional\\_Abilities\\_Perf.pdf](http://www.utoledo.edu/hhs/respiratorycare/pdfs/RESP_Functional_Abilities_Perf.pdf)

### **ACADEMIC COURSEWORK PROCEDURE:**

1. Throughout all didactic, laboratory, and clinical course work students will receive regular ongoing feedback about their performance in the form of quizzes, examinations, written reports, projects, and performance evaluations. When it becomes clear to the instructor that a student is not achieving a satisfactory level of performance in a particular course, the student will be counseled individually and in private by the instructor involved. In addition, instructors have regular office hours, and students are strongly encouraged to consult with faculty about difficulties they may be having in any aspect of their academic performance. Faculty may refer the student to the Learning Enhancement Center, the Writing Center or the Office of Accessibility.
2. If the academic difficulties persist, the student may be referred to the Office of Accessibility for evaluation of possible learning and/or testing disabilities. If the Office of Accessibility determines that the student requires special accommodation, every effort will be made by the Program Faculty to provide the student with that accommodation.
3. If the student fails to achieve a grade of C or better in an academic course, and if the course is part of a sequence which must be completed in order to move on to other courses, the student will be subject to immediate “Academic Dismissal” from the program and required to repeat the course the next time it is offered and achieve a minimum grade of C. The procedure which must be followed by the student in order to gain readmission to the program following an Academic Dismissal is described in the next section of this Handbook entitled “**Criteria for Readmission.**”
  - 3.1. Students who fail any summer course (RCBS 3010 or 3020), must attend the other summer course concurrently while retaking the failed course
  - 3.2. Students who fail any fall courses in their Junior year (RCBS 3110, 3120, or 3130), are required to attend all summer courses (RCBS 3010 and 3020) and repeat all laboratory check offs in RCBS 3020
  - 3.3. Students who fail any fall or spring courses, are required to register for, and pass, any clinical course in the same semester (Fall Junior: RCBS 3120; Spring Junior: RCBS 3220; Fall Senior: RCBS 4140)

4. If the student fails to achieve a grade of C or better in an academic course, and if the course is **not** part of a sequence which must be completed in order to move on to other courses, the student may, **at the discretion of the Program Director**, be allowed to continue in the program, but will still be required to repeat the course the next time it is offered and achieve a minimum grade of C.
5. A student who fails to achieve a grade of C or better in 2 or more RCBS courses, or fails the same RCBS course twice, is subject to immediate and permanent dismissal from the Respiratory Care Program.

### **Functional Abilities/Core Performance Standards:**

1. As stated in the policy above, students must be able to carry out the normal day-to-day activities of a hospital-based Respiratory Therapist. The Functional Abilities/Core Performance Standards provide a good objective standard to determine a student's ability to meet this performance benchmark.
2. Throughout all didactic, laboratory, and clinical course work, students will receive regular feedback in the form of oral and written evaluations as to whether they are meeting this performance benchmark. If it is determined by program faculty that the student is not satisfactorily meeting this benchmark, the student will be counseled individually and in private by a member of the faculty.
3. If the failure to meet the benchmark continues, the student will be referred to the Office of Accessibility for an evaluation of possible physical or psychological disabilities. If the Office of Accessibility determines that the student requires special accommodation, every effort will be made by the Program Faculty to provide the student with that accommodation **consistent with the requirements of the clinical facility for maintenance of patient care and safety**.
4. If it is determined that the student will not be able to meet this benchmark, even with accommodation, the student will be subject to immediate and permanent dismissal from the program.

### **WITHDRAWAL POLICY**

Any student who withdraws from the Respiratory Care Program for any reason (including Academic Dismissal) must make an appointment with the Respiratory Care Program Director or designate for an exit interview and must complete a withdrawal questionnaire. **The interview must occur within four weeks of withdrawal to be considered for future readmission.**

## **CRITERIA FOR READMISSION**

**Readmission to the Respiratory Care Program after an Academic Dismissal is limited to one time.** Students may be required, at the director's discretion, to repeat **any** previous course or courses due to changes in didactic/clinical emphasis or proven clinical competency. Students who plan to request readmission must fulfill the following criteria:

1. Students who have not been enrolled in the College of Health and Human Services for one or more semesters must apply for readmission to the College. The readmission form may be obtained from the Student Services office in the College of Health and Human Services.
2. Readmission into the Respiratory Care Program must be requested in writing to the Director of the program **three months** prior to the semester of readmission.
3. **Readmission is dependent on several factors; one critical factor is the availability of clinical space. While every effort will be made to accommodate the student requesting admission, no guarantees can be made.**

Readmission to the program at the previous course level is not permitted after an absence of more than one year. The student desiring readmission after more than one year will be required to repeat all respiratory care courses.

In addition to the general requirements previously stated, students who plan to request readmission must fulfill the following criteria:

1. Participate in an Exit Interview.
2. Fulfill recommendations made by program director upon exit from program.
3. It is suggested that at least twelve (12) credit hours of general study and support course work be completed in the interim. If all other program requirements have been completed the student should arrange with the student advisor an appropriate alternative academic program.
4. Grade point average of 2.5 (computation of grade point would not include the unsatisfactory grade in Respiratory Care).
5. Perform successful check-offs on all therapies previously completed.
6. Successfully passing a respiratory medication exam (if applicable).
7. Pass a background check
8. Pass 10-panel drug screen test
9. Re-submit health paperwork requirements (vaccination records, physical, Fit-for-Duty and Wavier and Acknowledgement paperwork by the second Thursday of July).
10. **A student dismissed for academic dishonesty will not be considered for readmission.**

Due to the program's emphasis on current accepted practice, all students must complete the Respiratory Care major courses within a period of three (3) years.

## **STUDENT PERFORMANCE STANDARDS POLICY**

Purpose: To maintain the integrity and professionalism of the Respiratory Care Program.

### **Policy:**

The Student Code of Conduct contained within the University of Toledo Student Handbook (<http://www.utoledo.edu/studentaffairs/conduct/>) contains the rules and policies that are followed by the Respiratory Care Program with regard to student behavior.

In addition to the University rules, the Respiratory Care Program has further rules governing behavior that it will enforce. These rules, when violated, are grounds for disciplinary action. These additional rules include but are not limited to the following areas (See also the Sections of this Handbook “PERSONAL APPEARANCE/CLINICAL POLICIES” “STUDENT CONDUCT POLICY” and “CLINICAL ABSENCE POLICY” for a complete description of behavioral expectations for Clinical classes.)

1. Inappropriate dress (includes artificial nails, visible tattoos and body jewelry—tattoos must be covered by clothing, and body jewelry is limited to ear-lobe piercings)
2. Unexcused tardiness or absenteeism
3. Failure to maintain program academic or performance requirements
4. Unprofessional behavior, including but not limited to:
  - Abandonment of patient assignment
  - Harassment of any kind
  - Forging of any paperwork
  - Breaching confidentiality (HIPAA)
  - Attending class or clinical under the influence of drugs or alcohol
  - Cell phone use in patient care areas
  - Sleeping at the clinical site
  - Inappropriate internet use at the clinical site
  - Breaches of hospital or university policies

### **Procedure:**

1. When it is deemed by the Respiratory Care faculty that a student has violated the student performance policy as outlined above, the student will enter into the procedure described below. With documentation such actions shall be progressive through the following steps beginning with the step that is appropriate for the situation.
  - a. Oral counseling/reprimand by the instructor(s). Student Behavioral Contract Form, if deemed necessary by the instructor.
  - b. Written reprimand by the instructor(s). Student Behavioral Contract Form required.

- c. Placed on warning, may continue but improvement must be seen. Student Behavioral Contract Form required.
  - d. Suspension from Respiratory Care program. Written notification required.
  - e. Appeal process
  - f. Dismissal from the Respiratory Care program. Written notification required.
2. At any step, except with an oral reprimand, written communication shall state what behavior is inappropriate, the behavior expected, and the consequences of a failure to correct.
3. Certain behaviors may be deemed so serious that a suspension and dismissal may occur without steps a, b, and c. above. These behaviors include, but are not limited to, the following:
  - a. Endangering patient safety
  - b. Falsification of personal or patient records
  - c. Sexual misconduct
  - d. Misappropriation of a patient's property
  - e. Behavior that violates state laws or medical board regulations that govern the practice of Respiratory Care.
4. **Any student who is refused educational access to a clinical facility may be subject to immediate dismissal from the program.**



## **ACADEMIC DISHONESTY**

Academic dishonesty includes, but is not limited to: copying from another person's examination with or without their knowledge, looking at *any* kind of written or printed material during an examination, giving assistance to another person during an examination (including allowing that person to look at your examination), talking during a test, or in any way communicating with a fellow student, changing answers on your examination after it has been graded and returned to you and then submitting it for regarding, or attempting to bribe or otherwise induce the instructor to improperly alter a grade or an examination. In addition, wireless communication devices (e.g. cell phone or Smart watch) may **NOT** be used during an examination; all cell phones or other wireless or digital devices **must be turned off and placed in the student's backpack**. **All backpacks will be placed in the back of the classroom**. Unauthorized use of one of these devices during an examination will be considered evidence of cheating. Any time a calculator is required, one will be supplied with the exam.

Plagiarism is defined as using as your own, someone else's work, or submitting the same work for credit on different assignments. This would include copying laboratory assignments from presently or formerly enrolled students and copying or replicating previously used materials for case study presentations. Breaches of academic and professional integrity are grave and serious acts. When a breach of integrity is brought to the attention of a faculty member, that faculty member will investigate the allegation. Please refer to individual course syllabus for course-specific policies on academic dishonesty. **A student found guilty of academic dishonesty will be permanently discharged from the program**. The University policy on Academic Dishonesty will be followed. For policy statement on academic dishonesty and appeals procedure, see The University of Toledo Undergraduate Handbook (<http://www.utoledo.edu/policies/academic/undergraduate/>).

## **Testing Rules**

When taking a quiz or examination the following rules are enforced: No food, drinks, cell phones or any electronic devices, backpacks, purses, hats, sunglasses, wallets, or key chains are allowed at the student's desk. Cell phones must be turned off placed on a table located in the front of the classroom. All smart watches must be placed on the table as well. Backpacks and purses will be placed in the back of the classroom during an examination procedure. Students are not permitted to wear a jacket/coat, hooded sweatshirt, or hat during an examination.

## **LABORATORY POLICY**

Respiratory Care, in large part, is a discipline intimately involved with therapeutic modalities. Not only do RCP's need a comprehensive knowledge of disease processes, but they also need an equally comprehensive knowledge of respiratory therapy treatments and the equipment utilized in patient therapy. The laboratory setting is ideal for introducing and familiarizing students with this equipment. Therefore, we feel very strongly about the laboratory experience. To this end strict compliance with the following laboratory policies is required.

1. Attendance in laboratory is mandatory.
  - a. Attendance will be taken at the beginning of each time class meets.
  - b. The first unexcused absence will result in the deduction of fifteen points from the student's total laboratory score. An additional ten points will be lost for each unexcused absence thereafter.
  - c. Excused absences include illness with faculty notification by 0900 the day of absence, medical excuse, court appearance, jury duty, and auto accident with police report or a death in the family. In any excused absence, documentation and/or notification must be provided.
  - d. Each tardy in excess of **ten minutes** will result in the deduction of **ten points** from the student's total score.
  - e. Students with excused absences will be allowed to make up missed quizzes or tests, unexcused students will not. Make-up quizzes or exams and missed skill check-offs must be taken prior to the next scheduled laboratory unless otherwise cleared with the instructor.
2. The student is expected to read assigned material and be familiar with laboratory exercise prior to the laboratory session.
3. All exercises must be completed in the laboratory. Written laboratory exercises may be required to be turned in at the beginning of the lab period or as noted in the syllabus.
4. Laboratory proficiency/evaluations (skill check-offs) must be completed in a timely manner. The laboratory instructor will conduct these check-off(s). **This area cannot be overstressed. Proficiency in a given procedure is a very important pre-clinical requirement.**
  - a. Failure in a check-off will require the student to go back and re-learn where they were deficient and arrange a convenient time with the lab instructor for re-evaluation; this is the student's responsibility.
  - b. A pre-selected number of completed evaluations are required per semester. Failure to complete these evaluations may delay your progress in laboratory and may result in removal from clinical as well.
5. Open Laboratory (Laboratory outside of assigned laboratory period) is scheduled at various times during the week. Please review the syllabus for open lab times. Every attempt is made to have open laboratory at convenient times.
  - a. Open laboratory can be used to complete assignments, practice procedures, perform check-offs, remediate, or to study assigned experiments in more detail.
  - b. **Under no circumstances are unauthorized independent experiments to be**

- attempted.
- c. **Students are not allowed in the laboratory without an instructor present unless prior approval has been granted.**
  - d. **During open lab students are not permitted to eat in the classroom.**

### **CLINICAL POLICY**

The preparation of competent respiratory care practitioners is the most important goal of the Respiratory Care Program at The University of Toledo. One of the necessary ingredients of competence is the ability of the student to perform an array of clinical procedures in a safe, effective and efficient manner. In other words, graduates are expected to be able to carry out the normal day-to-day activities of a hospital-based Respiratory Therapist. It is through the clinical experience that the students are offered the opportunity to develop desired performance abilities by allowing them to experience firsthand a wide variety of respiratory care activities. Students will be scheduled in a clinical setting for as many as 24 hours per week. Primary clinical sites are located within about 75 miles of campus. In special situations, the student may be asked to travel a greater distance. **Transportation to clinical sites is the responsibility of the student.**

It is the student's primary responsibility to gain as much experience as is possible during clinical rotations. To accomplish this, the student must remain alert and inquisitive. The student must possess the desire to participate in all duties assigned to the respiratory care practitioner. They should not hesitate to ask questions of others and should be willing to seek answers to questions through reading. It is only through continued performance of tasks and the willingness and desire to seek and apply knowledge that the student will experience the maximum gain from the clinical rotations. It is imperative that the student come to clinical prepared for the experience as outlined in the clinical guidelines.

During the clinical experience students shall be judged on their ability to integrate theory with practice, performance of skills, attitudes, and appearance. They will be responsible for documentation of their clinical time and activities. They will also be governed by specific policies and procedures of the individual hospitals. **Please note: students will be required to demonstrate satisfactory performance in the clinical setting of a number of designated basic clinical procedures prior to entering the RCBS 4140 advanced critical care rotations.**

The Clinical affiliate will have the privilege of:

1. Refusing educational access to its clinical areas to University faculty and students who do not meet the hospital standards and policies for health, safety, performance or ethical behavior.
2. Resolving any problem situation in favor of the patient's welfare and restrict the student involved to an observer role until the incident can be clarified by the staff in charge and the Respiratory Care faculty.

Any student dismissed from clinical for any reason is subject to immediate dismissal from the program.

## **PERSONAL APPEARANCE POLICY—Clinical Sites**

The public gains impressions of the University and the Clinical Facility from contact with students and employees seen at that facility. Therefore, it is important for you not only to be courteous and efficient, but also to contribute to our University and Program public image through proper dress and personal grooming. Neatness and good taste in one's dress and manner also contribute much to the impression one makes on their fellow students and employees. A professional appearance assures poise and self-confidence.

Since personal appearance and adherence to institutional policies are regarded as important aspects of the student's over-all clinical education process, the following specific regulations are to be observed:

- Students must wear the navy blue scrubs with the embroidered University of Toledo Respiratory Care Program logo at all times. If scrubs should become soiled with bodily fluids, the student may change into hospital issued scrubs. If a student elects to wear a shirt underneath their scrub top, the color may only be white, gray or navy blue.
- Reasonable, conservative hair style: shorter hair styles should not touch patients when bending over. Long hair must be pulled off the collar. It is recommended that long hair either be worn securely pulled up or back to prevent contact when bending over patients.
- Fingernails should be conservative length to avoid scratching patients during procedures and to protect both patients and students from transfer of disease. **Artificial nails are not permitted in any medical facility on any person having direct patient contact.** Any student appearing with artificial nails will immediately be sent away with an unexcused absence. Some specific hospital units, such as the Neonatal Intensive Care Unit (NICU) also require that no nail polish be worn.
- **A watch with a second-hand is required. You are not permitted to use your cell phone as a clock or watch.**
- Small styles of earrings secured by piercings through the ear lobe are permitted. **No** other jewelry, with the exception of a wedding band and wrist watch is to be worn at the clinical site. No other body piercing (cartilage, nose, tongue) are not permitted at the clinical site unless they are totally covered by clothing at all times.
- All tattoos must be covered up by wearing a long-sleeve shirt underneath your scrub top. The long-sleeve shirt may only be white, gray or navy blue.
- No open-toed shoes, clogs or boots are permitted. It is suggested that you wear comfortable rubber-soled shoes.

- All students are required to wear a **clean, pressed, properly fitted** white lab coat and name badge. Individual clinical sites may require the student to get name badges for that site. The hem of the lab coat **must not be more than 8-10 inches below the waist.**
- **Colognes and perfumes must be avoided; some patients have allergic reactions. If you arrive at clinical wearing colognes, perfumes, lotions, or oils you will be sent home and 15 points will be deducted from your grade. You will be required to make-up the missed clinical time.**

### **STUDENT CONDUCT POLICY—Clinical Sites**

- **Student use of personal cell phones is strictly prohibited in the clinical facilities.** Cell phones must be turned off in patient care areas of most hospitals. Students may bring their cell phones to clinical with them but are strongly encouraged to leave them with their personal belongings in the Respiratory Care Department. **Cell phones may only be used during breaks and at lunch.** If there is any doubt about cell phone use, consult the clinical instructor. **If the student is caught with their cell phone in a patient care area and they are not on a break or at lunch, the student will lose 10 points towards their grade and will meet with faculty members to discuss the issue. If the student is caught on their phone again (second offense) and after an initial meeting between the student and faculty has occurred to discuss cell phone policies at the clinical site, the student will be dismissed from the program effective immediately regardless of academic status.**
- **Student use of the Internet either on cell phones or hospital computers is strictly prohibited without the permission of the clinical instructor.**
- **If the student is caught sleeping at the clinical site the student will be dismissed from the program effective immediately.**
- Judgment of the clinical instructor will prevail in all matters of student behavior. Deviation from the above guidelines may result in a warning or dismissal from the clinical day. **This lost clinical time will be considered unexcused and will result in the deduction of 15 points from the student's grade.**

## **Attendance for Clinical Rotations**

1. **Arrive promptly for each clinical session and plan to stay the entire scheduled time. Do not request to leave clinical early except in the event of a personal emergency.**
2. **You must login to Trajecsys prior to the start of your rotation. Clock-in times are noted on the clinical assignment sheet. Please do not clock in before the listed timeframe. If you fail to login to Trajecsys prior to the start of your rotation, 10 points will be deducted from your grade (10 points/day).**
3. **You must logout of Trajecsys prior to leaving the clinical site for the day. If you fail to logout of Trajecsys at the end of your clinical day, 10 points will be deducted from your grade (10 points/day).**
4. **If you are more than 5 minutes late (as noted on the clinical assignment sheet) to clinical you will not be permitted to attend clinical for that day. You'll need to see the Program Director or Director of Clinical Education for a Return to Clinical Form and you'll need to schedule a make-up day with the clinical preceptor. In addition, 15 points will be deducted from your grade.**
5. **If you clock-in late (1-5 minutes after the start time; as noted on the clinical assignment sheet), you will lose 15 points towards your grade.**
6. **You must complete your daily log sheet information before leaving the clinical site. If you complete the paperwork after you leave the clinical site, 5 points will be deducted from your grade (5 points/day).**
7. **In cases where tardiness or absence from a clinical is unavoidable, the clinical instructor for the clinical site and the Director of Clinical Education must be notified no less than one hour prior to the start of the clinical session. If you fail to give proper notification of your absence (less than one hour before the start time) you will lose 15 points towards your grade. Please notify the Director of Clinical Education only through the University of Toledo email system. Please notify the clinical preceptor as noted on the clinical information sheet. DO NOT TELL A FELLOW STUDENT TO INFORM THE SITE OF YOUR ABSENCE. THIS IS NOT ACCEPTABLE.**
8. It is highly recommended that you speak directly to the clinical instructor/preceptor. When this is not possible, you should document the time and the name of the individual with whom you left a message with at the clinical site.
9. **When points have been deducted from your grade, you will be required to sign a statement agreeing to this.**
10. An unexcused absence or tardiness in excess of two hours will result in the deduction of **15 additional points** from the student's grade. Because of an absence greater than two hours, the student will not be permitted to attend clinical that day, will need to see either the Program Director or Director of Clinical Education for a Return to Clinical Form, and schedule a makeup clinical day with the clinical instructor/preceptor.

11. Excused absences include illness with faculty notification prior to the start of clinical on the day of the absence, medical excuse, court appearance, jury duty, auto accident with police report or a death in the family. In any excused absence, documentation and/or notification must be provided.
12. Students with excused absences will be allowed to make-up missed quizzes or test, unexcused students will not. Make-up quizzes or exams must be taken prior to the next scheduled clinical day. Any missed quiz will not be allowed to be made up if the absence was unexcused. Any exceptions must be cleared by the Program Director.
13. **Students who have scheduled a make-up clinical day MUST attend clinical on the day agreed upon by the student and preceptor. Requests to reschedule a make-up will not be granted and the student will lose an additional 20 points for missing their make-up day.**
14. Students who do not make-up clinical by the end of the final exam week will receive a grade of “I” (incomplete) for the clinical course, and will not be allowed to advance in the program until the incomplete is removed.
15. A student who has three absences or tardies in a semester will be required to meet with the Program Director and Director of Clinical Education, who will consult with the Medical Director or Associate Medical Director to determine if the student can continue in the clinical course.

### **CANCELLATION OF CLINICAL DAYS**

1. When classes at The University of Toledo are canceled due to inclement weather, clinicals scheduled for that day are canceled as well.
2. When the University is closed in celebration of a holiday, clinical will not be held.

## **CHECKLIST FOR BEGINNING CLINICAL**

The following are required prior to beginning the first clinical course:

1. **Completed Health Form Packet:**
  - a. If not submitted by announced due date (second Thursday in July by noon), the student will NOT be permitted to attend clinical therefore they cannot continue on in the program.
  - b. **For your information, a sample health packet is included in this handbook.**
  - c. **Appointments for the physical and laboratory tests can be made through The University Health Services.**
2. **Malpractice insurance** (automatically paid with lab fees)
3. **Documentation of current American Heart Association CPR certification**
4. **Laboratory Jacket:**
  - a. Each student must purchase a white laboratory jacket. Jackets must have long sleeves and be suit coat length. Stores may have limited stock available, and special orders may take several weeks. Please plan ahead.
5. **Badge:**
  - a. A picture ID badge is required and will be made available for purchase at a cost of \$10.00.
6. **Stethoscope:**
  - a. A stethoscope will be used in both the laboratory and the clinical phases of your program. Stethoscopes may be purchased at a number of medical supply companies.
7. **Watch with second hand**
8. **Criminal Background Check:**
  - a. All respiratory care students are required to complete **both an Ohio BCI&I check and a FBI criminal background check.**
  - b. **The purpose of the background check policy is to:**
    - Promote and protect patient/client safety, as well as the well-being of the campus community.
    - Comply with the mandates of clinical sites which require student background checks as a condition of their written contracts with the Respiratory Care Program, The University of Toledo, as stipulated by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).
    - In the event that the background check report identifies a history of criminal activity, the student may be at risk for not being able to successfully complete the required clinical education requirements of the Respiratory Program. Successful completion of all designated clinical education experiences is a graduation requirement for a Bachelors of Respiratory Care degree.
    - Promote early self-identification of students who may be “at risk” for not meeting Respiratory Care licensure eligibility requirements in some states due to a felony conviction.
    - In order to ensure that a student with a history of a felony conviction is eligible for sitting for the NBRC exam, the “at risk” student will need to seek clarifying information directly from the licensure board of the state in which s/he wishes to practice. As RT practice laws vary from state to state, it



becomes the student's responsibility to know the laws of individual states regarding policies associated with the awarding of an RT license; the "at risk" student may need to petition the state licensure agency to request a declaratory order/opinion from the licensure agency.

**a. Procedure for Completion of Criminal Background Check:**

1. In order to ensure time for processing (4 to 6 weeks), you will need to schedule your fingerprint scan no later than 4-6 weeks before the deadline in July (third Thursday of July by noon).

- **Options for obtaining a background check:**

- **UNIVERSITY OF TOLEDO**

- Call Campus Police on the Main Campus at 419-530-4439 to schedule an appointment for your fingerprint scan. Appointments are required. The Campus Police station is located in the Transportation Center, off Dorr Street. Here is a link to the map: <http://www.utoledo.edu/campus/directions/>
- The cost at UT for both background checks--the Ohio BCI&I and the FBI—is ~\$60. Cash or check made payable to "UT" will be accepted.

- **LOCAL SITES**

- If it is not feasible to come to UT for a background check, please use a Web Check provider for your background check.
- The following link will provide you with site specific information, times, appointment information and costs:  
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>
- Costs are similar to UT, but vary by location

- Request that the background check report be mailed to:  
**Christa Turley**  
**Director of Clinical Education for Respiratory Care Program**  
**School of Exercise and Rehabilitation Sciences**  
**The University of Toledo, MS119**  
**2801 W. Bancroft Street**  
**Toledo, OH 43606-3390**

Your background check results need to be received by the Director of Clinical Education **by the deadline date (second Thursday in July by noon).** A copy of your criminal background check results will be provided to you during fall semester.

**9. Personal Medical Insurance:**

- a. Students are responsible for their own medical insurance coverage.

**10. Negative 10-panel drug screen**

**The following are required prior to entry into a clinical course at the beginning of fall semester of any year following the first year:**

1. Fit for Duty form signed by MD or DO
2. Hepatitis-B surface antigen test (non-reactive) and a signed declination form on file or completion of Hepatitis B immunization series
3. A **one-step PPD** with results in millimeters indicating negative reaction or a chest x- ray indicating no active tuberculosis
4. Malpractice insurance (automatically paid with lab fees)
5. American Heart Association CPR certification (must be current)
6. Students must provide documentation of a completed physical each year.
7. Wavier and Acknowledgement Form signed completed by the student

The deadline is the second Thursday of July by noon. Students will not be permitted to attend clinical without all of the above.

Note: A student who cannot, or elects not to, complete their vaccinations/health paperwork will be not permitted to attend clinical. Therefore, they cannot continue in the program.



**6. TUBERCULOSIS SCREENING**

Initial 2 step TB skin test – Date #1\_\_\_\_\_result\_\_\_\_mm / Date #2\_\_\_\_\_result\_\_\_\_mm

**AND**

Yearly TB skin test date\_\_\_\_\_ result\_\_\_\_\_mm

**OR**  **For persons with a TB Skin Test Reaction > 10 mm**

Initial Normal Chest X-Ray date\_\_\_\_\_

**7. TETANUS AND DIPHTHERIA** - Date vaccination given (within past 10 years)\_\_\_\_\_

**8.**  **CPR – Health Care Provider with AED**      **Expiration Date:** \_\_\_\_\_  
(Please attach copy of both sides of CPR card)

**ALL FORMS MUST BE FULLY COMPLETED AND SIGNED BY THE HEALTH CARE PROVIDER. ALL LAB RESULTS MUST BE ATTACHED & DATED.**

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

<b><u>PHYSICAL EXAMINATION</u></b>					
Height:	Weight:	Blood Pressure:	Temp.:	Pulse:	Resp:
(note)					
General Appearance:		Skin	Spine: (curvature)		
Thyroid	Eyes (include Snellen)		Ears	Hearing:	L      R
Lungs		Heart	Neurological		
Musculo-skeletal			Peripheral Vascular		
Abdomen					
<b><u>ASSESSMENT:</u></b> Does this student have any findings which may interfere with functioning as a respiratory therapist?					
<i>(NOTE: Must be able to move, lift or carry equipment weighing up to 50 lbs., up to 15% of the time; up to 100 lbs., 2% of the time; and move or lift patients or equipment weighing up to 300 lbs. with assistance, 2% of the time. Must be able to tolerate standing/walking for frequent and prolonged periods of time (most of shift).)</i>					
_____ Signature Physician/Nurse Practitioner			_____ Date		
<b>STUDENT COMPLETES THE FOLLOWING:</b>					
Do you have allergies? If yes, what are they? _____					
Are you presently taking any kind of medication? _____ If yes, name drug and how often you take it:					
_____					
<b>I UNDERSTAND THAT THE RESPIRATORY CARE PROGRAM WILL SHARE THIS INFORMATION WITH APPROPRIATE FACULTY, CLINICAL AGENCIES, OR IN THE EVENT OF MEDICAL EMERGENCY.</b>					
_____ STUDENT			_____ DATE		

<b>FACULTY COMPLETES THE FOLLOWING:</b>	
	<b>Liability Insurance Coverage - \$1 million/\$3 million liability coverage</b>

**THE UNIVERSITY OF TOLEDO  
RESPIRATORY CARE PROGRAM**

**FIT FOR DUTY FORM**

***Health Statement Form for School/agency use - NOT  
to be submitted to clinical site***

Required for all faculty, and students/affiliates scheduled for clinical experience or preceptorships.  
A new signed statement must be filed annually.

\_\_\_\_\_  
Faculty or Student/Affiliate Name

\_\_\_\_\_  
School or Institution

\_\_\_\_\_  
Academic Year

I find the above named individual fit for duty and free from communicable disease.

MD or DO Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Address Stamp

\_\_\_\_\_

THE UNIVERSITY OF TOLEDO  
College of Health and Human Services  
RESPIRATORY CARE PROGRAM

The following waiver and acknowledgement form will be signed by the student and placed on file before any clinical experience.

**WAIVER AND ACKNOWLEDGEMENT**

The undersigned, in consideration of his/her participation in the clinical education component of the Respiratory Care Program, does hereby waive, release and forever discharge The University of Toledo and assigned clinical agency and its trustees, officers, agents, servants and employees, from any claims, demands or causes of action for loss, cost, injury or damage arising from or out of his/her participation therein.

IN WITNESS WHEREOF, I have set my hand at Toledo, Ohio this \_

day of\_, 20\_\_\_\_.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Witness Name (Printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Witness Signature

## **LIMITED PERMIT APPLICATION PROCEDURE**

Respiratory Care Professional Licenses are issued after being approved at the monthly board meeting, usually held in the middle of each month. The requirements for licensure as a Limited Permit Holder and a Respiratory Care Professional in Ohio are described in Section 4761-5-01, 4761-5-04 and 4761-6-01 of the Ohio Administrative Code.

### **Process and Requirements:**

- Submit an eLicense application by creating an account at [eLicense.ohio.gov](http://eLicense.ohio.gov)
- Applicants will be required to complete the **L1 Limited Permit** application in its entirety and pay a non-refundable fee using a valid credit card (Visa, MasterCard or Discover).
- Applicants will be required to upload any required documents as a result of an affirmative answer provided in the Questions portion of the application, license specific certifications
  - *Documents required include a photograph, Verification of Education form filled out and signed by the Program Director, and Background Check. Please plan ahead and schedule time to meet with the Program Director to fill out the Verification of Education form.*
- Applicants will be required to submit a background check that is dated within 30 days of the Limited Permit application.
  - **Request FBI and Ohio BCI Background Record Checks**
    - All initial and reinstatement applications for licensure are required to complete an FBI and Ohio BCI criminal records check.
    - Results **MUST** be sent directly from the vendor to the State Medical Board of Ohio; the Board will not accept results from the applicant or a third party.

### **Program Policy for Limited Permits:**

- Students must pass the first two semesters in the program prior to applying for the L1 Limited Permit (RCBS 3010, 3020, 3110, 3120, and 3130)
- L1 Permit holders must be enrolled in the program and *in good standing* to obtain, and retain, their L1 Limited Permit
  - *Student standing is at the discretion of the Program Director and Director of Clinical Education*
- Per the Ohio Medical Board, L1 Limited Permit holders may only perform therapies that they have successfully completed clinical check-offs for
- L1 Limited Permit holders may train to critical care settings if the appropriate check-offs have been completed, however, they must always have direct supervision by a licensed Respiratory Therapist when working in a critical care setting
  - *Direct supervision requires the licensed Respiratory Therapist to be present on the unit at all times that the L1 Limited Permit holder is on the unit*



## **GRADUATION REQUIREMENTS**

In order to graduate with a Bachelor of Science in Respiratory Care, a student must pass the TMC written self-assessment examination (TMC SAE). The costs associated with the purchase of the Self-Assessment Examination are included in the students' 4810 lab fees. Failure to pass the examination will result in remedial work and retesting. **If a student should fail 2 re-tests of the TMC SAE examination, they will not qualify for graduation and will be required to repeat spring semester.**

## **GRADUATION APPLICATION**

Graduation is not automatic even though all course requirements are met. Students must formally apply for their degree. Applications may be picked up in the Office of Student Records, Rocket Hall or in the College of Health Science and Human Service. Students should pay close attention to application deadlines posted throughout the college and in each semester schedule book.

## **POST-GRADUATION PROCESS**

The University of Toledo's Respiratory Care Program prepares students for the NBRC exams to become credentialed as a respiratory therapist, and satisfies the academic requirements for those credentials set forth by the State of Ohio. Requirements for licensure eligibility vary from state to state. Please reference the Professional Licensure Information page for state details. For students who wish to practice in a state other than Ohio, please contact the program director to discuss requirements to practice in that state.

Step 1: take, and pass, the NBRC Therapist Multiple Choice Exam (TMC), outlined below

Step 2: take, and pass, the NBRC Clinical Simulation Exam (CSE), outlined below

Step 3: apply for state licensure to practice as a respiratory therapist (typically includes a background check, proof of education, and credential verification)

# **NBRC EXAMINATIONS PROCEDURES**

## **TMC EXAMINATION**

### **Admissions Policies**

#### **Therapist Multiple-Choice Examination (TMC)**

The TMC Examination is designed to objectively measure essential knowledge required of respiratory therapists at entry into practice, as well as determine eligibility for the Clinical Simulation Examination.

There are two cut scores for the TMC Examination. If a candidate achieves the low cut score, he or she will earn the CRT credential. If a candidate achieves the high cut score, he or she will earn the CRT credential AND become eligible for the Clinical Simulation Examination (provided the candidate is eligible to earn the RRT credential).

#### **Admission Policy**

1. Be 18 years of age or older.

**And**

2. Be a graduate of and have a minimum of an associate degree from a respiratory therapy education program supported or accredited by the Commission on Accreditation for Respiratory Care (CoARC).

**Or**

3. Be a CRT for at least four years prior to applying for the examinations associated with the RRT credential. In addition, the applicant shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent. The 62 semester hours of college credit must include the following courses: anatomy and physiology, chemistry, microbiology, physics, and mathematics.

**Or**

4. Be a CRT for at least two years prior to applying for the examinations associated with the RRT credential. In addition, the applicant shall have earned a minimum of an associate degree from an accredited entry-level respiratory care education program.

**Or**

5. Be a CRT for at least two years prior to applying for the examinations associated with the RRT credential. In addition, the applicant shall have earned a baccalaureate degree in an area other than respiratory care and shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or equivalent. The 62 semester hours of college credit must include the following courses: anatomy and physiology, chemistry, mathematics, microbiology, and physics.

**Or**

6. Hold the Canadian Society of Respiratory Therapists (CSRT) RRT credential.

## **Clinical Simulation Examination**

### **Admission Policy**

1. Be a CRT and have successfully completed the Therapist Written Examination (WRRT) on or before December 31, 2014.

**Or**

2. Be a CRT by successful completion of the TMC Examination at the high cut score.

### **RRT Eligibility Time Limit**

New graduates of accredited advanced-level education programs have three years after graduation to earn the RRT credential. Individuals who do not earn the RRT credential within this time limit will be required to retake and pass the Therapist Multiple-Choice Examination at the high cut score to regain eligibility. Any previous passing performance to earn the RRT credential shall be nullified. After regaining eligibility by taking and passing the Therapist Multiple-Choice Examination at the high cut score, the candidate will have another three years to earn the RRT credential. The individual must apply as a new candidate and pay all applicable fees to take the Therapist Multiple-Choice and Clinical Simulation Examinations.

### **Three Options for Maintaining your Credential(s)**

You may choose from the following three options to maintain your credentials for an additional five years beyond the initial credentialing date:

#### **Option 1**

Document completion of 30 hours of Category I Continuing Education (CE) acceptable to the NBRC. Category I Continuing Education is defined as participation in an educational activity directly related to respiratory therapy or pulmonary function technology, which includes any of the following:

*Lecture:* A discourse given for instruction before an audience or through teleconference

*Panel:* A presentation of multiple views by several professionals on a given subject with none of the views considered a final solution

*Workshop:* A series of meetings for intensive, hands-on study or discussion in a specific area of interest

*Seminar:* An advanced study or discussion in a specific field of interest

*Symposium:* A conference of more than a single session organized for discussing a specific subject from various viewpoints and by various presenters

*Distance Education:* Includes materials such as text, Internet or CD, provided the proponent has included an independently scored test as part of the learning package

At the NBRC, we intend for the completion of CE credit to coordinate with the requirements of state licensure agencies, which means you can use the same CE hours to satisfy requirements for the state and

the NBRC. You may also use credits from the American Association for Respiratory Care Continuing Respiratory Care Education Program (AARC-CRCE®) to fulfill the requirements. Submitting and tracking your CEUs is fast and easy with the NBRC online portal for credentialed practitioners.

If you choose Continuing Education (Option 1) to maintain your NBRC credential(s), you must submit your continuing education units (CEUs) and applicable fees online at [nbrtc.org](http://nbrtc.org) prior to your credential expiration date. Failure to comply by the deadline will result in the expiration of your credential(s).

CEUs may be obtained from accredited providers of continuing education in respiratory care approved by the AARC. We accept all AARC-approved providers as well as those providers accepted by state agencies regulating the respiratory care profession.

Once all of your CE requirements are met, we will send you a new certificate and wallet card (issued in the month following your recredentialing deadline).

### **Option 2**

Retake and pass the respective examination for the highest credential held that is subject to the Continuing Competency Program. You may retake an examination any time during your five-year credential period. A new five-year period will begin on the date you successfully pass the examination. If you hold multiple credentials from the NBRC and elect to maintain your credentials through the examination option, you must successfully complete the examination for the highest level credential held that is subject to the Continuing Competency Program.

### **Option 3**

Pass an NBRC credentialing examination not previously completed. Passing an NBRC credentialing examination that you did not previously complete automatically extends the recredentialing period of all other NBRC credentials you hold for an additional five years (starting when you earn a new NBRC credential). As a result, all of your NBRC credentials will have the same expiration date, allowing you to simultaneously maintain all credentials in the future. The Continuing Competency Program is not retroactive, and therefore, this program does not affect credentials achieved before July 1, 2002. For example, if you earned your NBRC credentials before July 1, 2002, and then you later passed a different NBRC credentialing examination after July 1, 2002, you are only required to participate in the Continuing Competency Program for the credential achieved on or after July 1, 2002.

## **NBRC and State Licensure**

The NBRC cooperates with states that have enacted legislation to regulate the practice of respiratory care. To ensure the value and recognition of the voluntary national credentials, the NBRC has adopted policies that permit the Therapist Multiple-Choice Examination to be administered on behalf of state agencies for legal credentialing. Candidates for state licensure apply according to procedures established by the state; questions concerning legal credentialing should be directed to the responsible state agency.

## **Application Procedures and Examination Policies**

### **Online Application is an Option for All NBRC Exams**

If you hold a credential with the NBRC or have previously attempted an examination, log in or create an account at [nbc.org](http://nbc.org) to apply for an examination. Once logged in, a list of examinations you may apply for will be displayed. If the examination you wish to apply for is not listed, you may submit a paper application form (available online at [nbc.org](http://nbc.org)) with the required fee and documentation of eligibility.

**If you are a recent graduate from an accredited educational program, an email will be sent to you when your school submits your graduation information electronically. Use the link and temporary password in your email to establish an account. If you do not receive an email with this information, please contact your school to verify your graduation record has been sent to our office.**

### **Filing Your Application and Notification of Eligibility**

Examinations are administered by computer at nearly 300 secure testing locations across the United States and internationally. Examinations are administered by appointment only Monday through Saturday. There are no application deadlines and candidates who meet the admission requirements for an examination may submit their applications at any time online at [nbc.org](http://nbc.org). It is YOUR responsibility to ensure that the application and all supporting documents have been properly completed and that the information provided is accurate. Your careful attention will enable prompt and efficient processing. Please allow up to 10 business days for processing of paper applications. Applications that are found to contain inaccurate or untruthful responses may be denied. When the admission requirements are satisfied, the applicant may register by one of the following methods:

1. Apply and/or schedule online visit [nbc.org](http://nbc.org) to complete an application online. Once you complete the online application process you will receive an immediate response. You will either be notified of additional information required to complete the application process or you will be prompted to schedule your examination appointment.

Online application submission is available for all individuals paying the examination fee by credit card (Visa, MasterCard, American Express, and Discover)

**Or**

#### **2. Mail your application form. THIS IS A TWO-STEP PROCESS**

- a. Complete all sections of the application form. Mail or fax it to the NBRC with the required documentation and examination fee (paid by credit card, personal check, cashier's check, or money order) to the address indicated on the form. Sending your application by express mail does not mean that it will be processed in an express manner. Approximately two weeks after receipt, a confirmation email notice of acceptance will be sent instead. If eligibility cannot be confirmed, an email explaining why the application is incomplete will be sent. If you do not receive a confirmation of eligibility or an incomplete notice within four weeks after mailing your application, contact the NBRC. If your application is not on file, you will be asked to send a replacement application form and fee.

**And**

- b. The confirmation notice will contain a toll-free telephone number and website for you to schedule an examination appointment. This toll-free line is answered from 7:00 am to 9:00 pm (Central Time) Monday through Thursday, 7:00 am to 7:00 pm on Friday, and 8:30 am to 5:00 pm on Saturday. Appointments can be scheduled online, 24 hours a day, 7 days a week.

**Holidays**

**Examinations will not be offered on the following holidays:**

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

The above is not necessarily a complete list of days a PSI testing site may be closed.

All individuals are scheduled for examination appointments on a first-come, first-served basis. Refer to the following chart:

If you call the testing agency to schedule an examination appointment before 3:00 p.m. Central Time on...	Depending upon availability, you examination may be scheduled beginning....
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

**Application Expiration**

Once your application is accepted, you have 90 calendar days to take the examination. If you fail to schedule an examination appointment within the 90-day period, you will forfeit the application and all fees paid to take the examination. A complete application and new examination fee are required to reapply for examination.

## Name and Address Changes

You are responsible for notifying the NBRC should your name and/or address change at any time before or after you become credentialed. Failure to do so may result in missing information necessary to maintain your credential. **You are responsible for the maintenance of your credential even if you do not receive a notice.**

**Please notify us of any address or email changes; you may update your profile as follows:**

- online at [nbrc.org](http://nbrc.org)
- email [nbrc-info@nbrc.org](mailto:nbrc-info@nbrc.org)
- call NBRC Customer Care at 913.895.4900

**Name changes must be made by calling NBRC Customer Care at 913.895.4900**

## Examination Fees

	<b>New Applicant Fee</b>	<b>Repeat Applicant Fee</b>
<b>TMC</b>	<b>\$190</b>	<b>\$150</b>
<b>CSE</b>	<b>\$200</b>	<b>\$200</b>

Expired Credential Application Fee – A one-time compliance fee of \$150 is required when testing to reinstate credentials that have expired.

Examination fees may be submitted by credit card (Visa, MasterCard, American Express, and Discover), personal check, cashier's check, or money order payable to NBRC. Do not send cash. If you submit a money order or cashier's check, keep your receipt as proof of payment. Postdated checks are not an acceptable form of payment.

A \$25 NSF fee will be charged for any declined credit card or check returned unpaid to the NBRC for any reason. You must send a certified check or money order for the amount due, including the NSF fee, to the NBRC to cover returned checks or declined credit card transactions.

## Assessment Center Locations

Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. Addresses for each location are available on the testing agency website at [goAMP.com](http://goAMP.com).

The NBRC and the testing agency are concerned with providing the best Assessment Center facilities possible for candidates attempting NBRC examinations. Candidates can assist the NBRC and the testing agency in this endeavor by answering the questions about the examination environment and facilities following the examination questions in the computerized examination.

## **International Assessment Center Locations**

Candidates who desire to take an examination outside the United States should submit a written request containing the desired date of testing and preferred location along with the required additional \$150 fee with their application. Please note that active Military Personnel deployed overseas are not required to pay the \$150 international test center fee. Please refer to [goAMP.com](http://goAMP.com) for a current listing of international testing centers.

## **Special Examination Accommodations**

The NBRC complies with the Americans with Disabilities Act and ensures that no disabled individual is deprived of the opportunity to take an examination solely by reason of that disability. Special examination arrangements may be made for these individuals. If you require special accommodations, complete the Request for Special Examination Accommodations and Documentation of Disability-Related Needs forms included in the NBRC handbook and submit them to the NBRC.

## **The Day of the Examination**

Report to the Assessment Center no later than your scheduled testing time; **ANYONE WHO ARRIVES MORE THAN 15 MINUTES AFTER THEIR SCHEDULED TESTING TIME WILL NOT BE ADMITTED.**

**To gain admission to the Assessment Center, you need to present two forms of identification, one with a current photograph.**

Both forms of identification must be current and include your current name and signature. You will also be required to sign a roster for verification of identity.

**Bring two pieces of identification including ONE of the following:**

1. Driver's license with photograph
2. State identification card with photograph
3. Passport
4. Military identification card with photograph

**The second form of identification must display your name and signature for signature verification. YOU MUST PRESENT PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.**

Please note: A temporary driver's license or any other temporary form of identification (e.g., employment and student I.D. cards) are not acceptable. After your identification has been verified, you will be directed to the examination room and assigned to a testing compute. You will be instructed to enter your identification number on the computer screen. Your photograph taken before beginning the examination will appear in the upper right corner of the computer screen during your examination, and it will be printed on your score report.



## Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a locker to store your wallet and/or keys. You will not have access to these items until after the examination is completed.

**Please note the following items will not be allowed in the testing room unless securely locked.**

- Watches
- Hats
- Cell phones or personal communication devices

Once you have placed everything into the locker, you may be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the locker you will not be able to test. The site will not store any personal belongings. If any personal items are observed in the testing room after the examination begins, the administration will be forfeited.

## Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may enter or be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

## Misconduct

- If you engage in any of the following conduct during the examination you may be dismissed, your result will not be reported and examination fees will not be refunded.
- Examples of misconduct are when you:
  - Create a disturbance, are abusive, or otherwise uncooperative
  - Display and/or use electronic communications equipment such as pagers, cellular/smart phones, tablets
  - Talk or participate in conversation with other examination candidates
  - Give or receive help or are suspected of doing so
  - Leave the Assessment Center during the administration
  - Attempt to record examination questions or make note
  - Attempt to take the examination for someone else; or are observed with personal belongings

## Timed Examination

Following the sample examination, you will begin the timed examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits are in effect:

Examination	Testing Time
TMC	3 hours
CSE	4 hours

The computer will monitor the time you spend on the examination. The examination will terminate at the allotted time limit. If you wish to keep track of the time during the examination, you may click on the “Time” box in the lower right-hand corner of the screen. A digital clock will indicate the time remaining for you to complete the examination. You may toggle this feature on and off as you desire.

## After You Finish the Examination

After you have completed the examination and answered the questions regarding your testing experience, you will be instructed to report to the Assessment Center proctor to receive your score report. The score report will include your photograph and your examination results indicating “pass” or “fail.”

For examinations containing multiple-choice items, scores will be reported as raw scores. Each item is worth one point, so the sum of correct responses is a raw score. Your total score determines whether you pass or fail the examination after a comparison to the cut score.

The cut score for a multiple-choice type of examination is the result of a study that is intended to define the minimum acceptable performance level and link this level to an examination score by relying on data collected from a panel of respiratory therapists.

The cut score for the Clinical Simulation Examination is linked to decisions made by the examination committee about whether each positively-scored option is required as a demonstration of minimal competence or could be forgiven. Although the simulation examination will contain distinctly different sections in which information is gathered and other sections in which decisions will be made, points associated with a candidate’s set of responses will be summed across the whole examination to yield one score that will be compared to the cut score. The comparison of your score to the cut score will determine whether you pass or fail.

## **If You Pass the Examination**

Successful candidates will receive the appropriate credential. The NBRC's credential designations are federally registered trademarks and accordingly, must be used in the manner in which they were registered. Only those individuals who have passed the respective examinations are authorized to use the credential acronyms. Your credential date will be listed as the date you passed the respective examination(s).

Within two weeks of your successful completion of an examination, the NBRC will mail your certificate and wallet card. You will receive active NBRC status for the remainder of the calendar year following the date of the examination and an online subscription to Horizons, the NBRC's quarterly newsletter. Your name will also be listed in the online Directory published on the NBRC's website. To order NBRC products/services, visit [nbc.org](http://nbc.org). In successive years, you can renew and maintain active status by submitting the annual renewal form mailed by the NBRC or by renewing online at [nbc.org](http://nbc.org). The requirements for active status are active involvement in respiratory care and/or pulmonary function technology under licensed medical supervision, submission of a renewal form, and payment of the required fee. The active status period begins January 1 and expires December 31 each year.

All individuals credentialed by the NBRC (active and inactive) will be listed in the searchable "All Directory" available to all hospitals and state regulatory agencies to assist employers, state agencies, and others wishing to verify credentials. Persons holding inactive status may be reactivated by satisfying the requirements for active status at any time during the calendar year. Credentialed practitioners who are not actively practicing respiratory care and/or pulmonary function technology, yet wish to support the NBRC through annual renewal, may renew as an "NBRC Supporter" and be listed in the Directory as well as receive all of the benefits of active status.

## **If You Do Not Pass the Examination**

**Candidates may reapply via one of the following methods:**

1. Online at [nbc.org](http://nbc.org). Option will be in place 2 business days after an exam is completed.
2. By mailing or faxing a paper application. Application can be found in the candidate handbook or online at [nbc.org](http://nbc.org).

Failing candidates may repeat an examination by submitting a reapplication form and the appropriate fee.

Note that there is no waiting periods between attempts of the examinations. To qualify for the examination, you must maintain an active application file in the Executive Office. There is no limit to the number of times an individual may attempt an examination.

## **If You Do Not Appear for Testing**

If you do not appear to take the examination for which you are scheduled, you must reapply for another examination, forfeit the fee for the examination that you missed, and submit the fee for the examination for which you will be scheduled. You may reapply online at [nbc.org](http://nbc.org).

## **Appeals**

A request for reconsideration allows an individual to appeal an adverse non-disciplinary decision made as part of the examination eligibility, examination testing, or credential maintenance processes.

**Situations in which an individual may appeal under this policy, include but are not limited to:**

- Being deemed ineligible to take an exam
- Concerns about an unsuccessful exam result
- Test site issue ending in an unsuccessful result
- Medical or personal emergency
- Denial of a credential maintenance application

## **Request for an Appeal**

The NBRC provides an appeal mechanism for reconsideration of an adverse decision as part of the examination eligibility, examination testing, and credential maintenance processes. It is the responsibility of the individual to initiate the appeal process. The formal request for an appeal must be submitted in writing to the NBRC Admissions Committee within thirty days of an adverse decision. The request should state the reasons the candidate expects he/she is eligible for certification/credential maintenance and how he/she complies with the published requirements. Please send written requests to the NBRC Executive Office, 10801 Mastin St., Suite 300, Overland Park, KS 66210-1658.

## **Review Process for an Appeal**

The Admissions Committee meets twice each year. The Committee is not authorized to make exceptions to rules the Board has approved. The Committee develops interpretations of the Board's admissions policies in situations not specifically covered by the policies when requested by the Executive Office staff or in response to a request by a candidate or credential holder. The Committee must approve such interpretations by a simple majority vote. In situations where a decision is required before the next scheduled committee meeting, the Chair of the Admissions Committee has the discretion to ask the Executive Office staff to organize the Committee, so it can consider the case by telephone conference or mail ballot. In situations where an immediate decision is required, the Chair of the Admissions Committee has been given the authority by the Board of Trustees to make decisions or interpretations of policies on behalf of the Committee. Each decision/interpretation so made, will be placed on the agenda of the next Committee meeting for ratification. If the Committee fails to ratify such a decision/interpretation, the action applies to future situations, but will not change the decision made by the Chair for the person.